



पुस्तकालय, प्रलेखन एवं सूचना विज्ञान प्रभाग
Library, Documentation and Information Science Division

भारतीय सांख्यिकीय संस्थान

INDIAN STATISTICAL INSTITUTE

(सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय, भारत सरकार द्वारा वित्तपोषित संस्थान)
(An Institute funded by Ministry of Statistics and Programme Implementation, GoI)
203, बैरकपुर ट्रंक रोड, कोलकाता - 700108 / 203, Barrackpore Trunk Road, Kolkata-700108

निविदा आमंत्रण सूचना

NOTICE INVITING TENDER

Tender ID No. ISIK/LDISD/OF15/2025-26/404

Date: 09.01.2026

Sealed quotations are invited from the intended bidders for execution of the following work at Library Division, ISI Kolkata, 203, Barrackpore Trunk Road, Kolkata - 700108:

Sr No.	Description of Items	Quantity
1.	Repairing of existing Godrej Compactors	
A.	Library 3 rd Floor	
a.	Replacement of Gasket	01 no.
b.	Rail channel repairing, channel cleaning, oiling & greasing	02 nos.
c.	Replacement of Lock with handle of the Compactor	02 nos.
B.	Library 4 th Floor	
a.	Repairing of Rack	10 nos.
b.	Rail channel repairing, channel cleaning, oiling & greasing	01 no.
c.	Locking system replacement	11 nos.
d.	Repairing of Locks	06 nos.
2.	Oiling, cleaning & servicing of Godrej steel Book shelf almirah	21 nos.

ESTIMATED BID VALUE: Rs. 36,500.00 (Rupees thirty-six thousand & five Hundred only)

Last date of submission of bid: 19.01.2026 (upto 3:00 pm)

**Work completion period
(including completion of
installation, if any):**

**Within twenty one (21) days from the date of
issuance of work order.**

The intended bidders are requested to submit their quotations considering the composite vale of the aforesaid jobs. Selection of the L-1 bidder and work order to be issued to the L-1 bidder on the basis of the same.

Your Bid shall comprise of two parts: (a) **Technical Bid** (b) **Price Bid**

Both the parts must be submitted separately in two envelopes labeled clearly as “**Technical Bid**” and “**Price Bid**” respectively, and these shall be put in a third envelope. All three envelopes shall be super scribed with the following:

Tender Enquiry No. _____ Dated: _____ Due on: _____

Bid must be sent in sealed cover either by post or hand delivery to the following address within the deadline mentioned above:

The Chief Librarian,
Library Division,
Indian Statistical Institute,
203 B.T. Road,
Kolkata - 700108.

The bid will be considered as cancelled if the documents required for the bid is not submitted in the correct envelope.

Time Schedule for Tender	
Date of uploading of NIT	09.01.2026
Bid submission starts	09.01.2026
Bid submission ends	19.01.2026 (upto 03.00 PM)
Date of opening of technical bid	20.01.2026
Date of opening of financial bid	20.01.2026 (tentative)

In case the bidder is not a registered supplier of ISI, copies of the following documents must be attached with the technical bid:

- i) Copy of the GST registration certificate
- ii) Copy of the current trade license
- iii) Copy of the PAN card

An UNDERTAKING about the unconditional acceptance by the bidder of terms and conditions as stipulated in the attached document is to be submitted along with the technical bid, in the specified format.

Bids not submitted in the specified format or not accompanied by the requisite undertaking are liable to be rejected.

MSME Criteria: An organization having MSME registration of Government of India will get benefit as per MSME relaxation rules.

General terms and conditions as well as formats for submission of bids are mentioned in the attached document.

Signature:

Name: Dr. Kishor Ch. Satpathy

Designation: Chief Librarian

Name of the Indenting Unit/Section: Library Division

Indian Statistical Institute

203 B.T. Road

Kolkata 700 108

Name of the Contact Person: Dr. Tapan Kumar Mandal

Contact No.: 9433379997

e-mail id: tkm@isical.ac.in

GENERAL TERMS AND CONDITIONS RELATED TO SUBMISSION OF BIDS

1. Penalty for suppression/distortion of facts

Submission of false document(s) by bidder is strictly prohibited and may be liable for civil and criminal action.

2. Validity of the bid

Offer must remain valid for 30 days from the date of opening of the price bid.

3. Payment terms

All rates should be quoted in INR only. Offer in any other currency will be rejected. Bids containing clauses like "Rates are subject to exchange rate fluctuations" will be rejected.

Payment will be made after satisfactory receipt of goods and installation, commissioning, testing and completion of all contractual obligations. Partial payment against partial supply within scheduled delivery period will not be admissible.

4. Bid submission

Suitable arrangements for receipt of the sealed bids during the submission period through conspicuously located tender boxes in the procuring unit/section should be ensured. In case of bulky bid documents, there should be provision in NIT for submission of bids to designated officials by hand.

5. Opening and Evaluation of Bids

A. Technical Bid

- i) Technical bid will be opened by the designated bid opener (generally, the head or his/her representative) of the procuring unit or section.
- ii) Cutting/overwriting/insertions must be accounted for by marking and putting initials.
- iii) During technical evaluation, the bid opener, on behalf of the procuring unit or section may summon bidders and seek clarification/information or additional documents or original hard copy of any of the documents already submitted. If these are not produced within the stipulated period, the bid may be liable for rejection.
- iv) The procuring unit/section will summarize the evaluation of technical bids in the specified format (<https://www.isical.ac.in/~cpc/nit.php>) and will send the summary sheet along with all technical bids to CPC for further processing.

B. Financial Bid

- i) Financial bid of technically eligible bidders will be opened in a meeting (date and time will be intimated to the bidders well in advance) of the Central Purchase Committee.
- ii) At most two duly-authorized representatives of each technically eligible bidder may remain present during the opening of the price bid.
- iii) Cutting/overwriting/insertions must be accounted for by marking and putting initials.
- iv) For CVC rules regarding negotiation with L1, please referred to circular number 4/3/07 (OM No. 005/CRD/012) Dated the 3rd March, 2007.

6. Way Bill/Road Permit

In case of requirement of Way Bill at the time of delivery, the institute will arrange for obtaining the necessary Way Bill/ Road Permit in the name of the bidder awarded this bid. However, the prescribed entry tax shall be borne by the bidder.

It is to be noted that the Indian Statistical Institute has Customs Duty Exemption Certificate and reduced GST rates, and the bidder should make appropriate use of them.

7. Liquidated Damage Clause

The schedules of delivery and installation, commissioning and testing as per Purchase Order are to be strictly adhered to. In case there is delay either in the delivery or successful completion, the vendor shall be liable to pay liquidated damages @ 0.5% of the total value of the purchase order per week or part of a week during which the delivery of such goods is delayed. Where delivery thereof is accepted after expiry of the period mentioned in purchase order the total damages so claimed shall not exceed 5% of the total contract price. Any variation in statutory levies and taxes within the contractual delivery period shall be borne by the Indian Statistical Institute. Beyond the delivery period, the upward variation of levies and taxes shall be borne by the bidder.

8. Arbitration Clause

In the event of any dispute or difference arising out of or in connection with the bid, the same shall be settled amicably by mutual consultation. If such resolution is not possible then the unresolved disputes or differences shall be referred to Arbitration as per the *Indian Arbitration and Conciliation Act, 1996*. It shall be subject to Kolkata (Calcutta) Jurisdiction only.

9. Any other terms and conditions specific to the procurement (to be specified by procurer)

10. If Buy-back option is being used, then

- i) A suitable clause must be incorporated in the NIT to enable prospective and interested bidders to formulate their bids accordingly.
- ii) The time as well as the mode of handing over of the old item to the successful bidder should be specified in the tender notice.
- iii) There must also be provision in the tender notice to enable the purchaser either to trade in or not to trade in the old item while purchasing the new one.

11. The Library Division, Indian Statistical Institute, Kolkata, reserves the right to cancel the bid at any time without assigning any reasons whatsoever thereof. While rejecting/recalling bids, the authority must record clear, logical reasons for any such action on the file.

FORMAT OF BIDS

A. TECHNICAL BID

Tender Enquiry No. _____		Date of Tender Notice: _____
Sl. No.	Item Description	Quantity
01		
02		
:	:	:
:	:	:
:	:	:

B. PRICE BID

- i) The rate is to be quoted in INR only.
- ii) Any overwriting will make the bid liable to be rejected.
- iii) The bidder shall submit rate in the following format:

Tender Enquiry No. _____				Date of Tender Notice: _____			
Sl. No.	Item Name	Quantity	Unit Price (exclusive of GST)	GST	Excise Duty (if any)	Unit Price (all-inclusive)	Total Price (all-inclusive)
1							
2							
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:

**UNDERTAKING BY THE BIDDER
FOR
ACCEPTANCE OF TERMS AND CONDITIONS OF TENDER**

(On the letterhead of the Bidder)

Ref: Tender ID No: _____ **dated** _____

Date: _____

I/We undertake that I/we have carefully gone through the Notice Inviting Tender, other tender documents mentioned therein, and I/we will abide by them. We also agree to accept corrigendum/corrigenda that may be published in future. My/our bid is offered taking due consideration of all factors, and if the same is accepted, I/we promise to abide by the stipulation of the tender documents, and complete the work to the total satisfaction of the _____ <Name of the Indenting Unit/Section>, Indian Statistical Institute, Kolkata - 700108.

My/our offer will remain valid for 30 days from the date of opening of the bid.

I/we further undertake that the information submitted in this bid is true and correct in all respects and I/we hold my/our responsibility for the same.

I/We also certify that the price being quoted is lower than Maximum Retail Price (MRP) / Original Equipment Manufacturer (OEM) Price, whichever is applicable.

I/we shall be responsible for rejection and/or cancellation of contract if the goods supplied are not up to the mark. I/we shall be liable for legal proceedings if the material supplied is found sub-standard or not in accordance with the specification published in the tender.

Signature of the Bidder with seal & date

Name of the Bidder:

Postal Address:

Mobile Number:

Landline Number:

Email ID:

